

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
SUMMER WORKER – ADMINISTRATIVE TOURISM (SUMMER DURATIONAL WORKER)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public  
**Position:** Summer Worker – Administrative Tourism – Summer Durational Worker  
**Location:** Camp Harkness, Waterford, CT  
**Job Posting No:** 107449  
**Hours:** Full-Time - Monday-Friday 8:00AM-4:30PM  
**Salary:** \$10.10 - \$14.00 per hour  
**Closing Date:** April 29, 2016

**Duration of Appointment:** This is a durational position and will end no later than October 13, 2016. Incumbent will not be entitled to any State employee benefits.

**Examples of Duties:** Incumbent in this position will assist in the operation of Camp Harkness, a 102-acre property in Waterford CT which is comprised of open and wooded land and includes tidal marsh and beachfront. It is one of the few state parks in the country dedicated for exclusive use by citizens with disabilities, accompanied by their family and friends.

**Administrative/Tourism** position is responsible for providing general clerical and other administrative support to Camp officials.

**Knowledge, Skills and Abilities:** Knowledge of principles, practices and procedures of assigned specialty; knowledge in operation of equipment, materials and activities of assigned specialty; knowledge to degree necessary for dealing with and understanding client behavior; interpersonal skills; skill in techniques of assigned specialty; ability to assist consumers in self-care habits, personal hygiene and proper social conduct where applicable; ability to understand and carry out written orders and oral instructions; adequate physical strength and stamina to perform duties; some positions may require supervisory and/or leadership abilities.

**General Experience:** Experience and/or training that could be expected to provide the required knowledge, skills and abilities listed above.

**Preferred Experience:** Preference will be given to applicants with demonstrated experience working with individuals with disabilities in a camp setting.

**Working Conditions:** Incumbents in this class may be required to lift and restrain consumers; may have significant exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive consumers; may be exposed to strongly disagreeable conditions including inclement weather.

**Physical Requirements:** Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination will be required.

**Special Requirements:**

1. Incumbent must be minimally 18 years of age as of May 16, 2016.
2. Incumbent must possess or be able to obtain a valid certification in C.P.R. and be able to perform emergency first aid as needed.
3. Incumbent must successfully pass a pre-employment physical exam.
4. Incumbent must possess and retain a valid Motor Vehicle license.

**Character Requirements:** In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. **In the event of a layoff within a job classification, temporary Employees, including per diems, and Employees who have not completed their initial working test shall be separated first and they shall not have bumping rights.**

**Application Procedure for Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Two letters of reference must be included with the application by the closing date above. **Interviews will be held the week of May 9<sup>th</sup> – 11<sup>th</sup> for selected Camp Harkness Applicants.**

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered**

**Application materials can be emailed, faxed, or mailed to:  
Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter**

**Email: [DDS.SR.Recruiting@ct.gov](mailto:DDS.SR.Recruiting@ct.gov) Phone: 203-294-5123 Fax: 860-920-3035**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.